

## Meeting Minutes

<http://set.lanl.gov/spac/>

(TA-00, Canyon Complex, Room #168)

Date: 2/11/03

### **Members Present:**

Jerry Foropoulos, NMT-DO  
Dave Hobart, C-AAC  
Tracy Ruscetti, B-2  
Sheila Wasfey, HR-ITL  
Bill Robertson, IM-2, Chair  
Lonnie Theye, NMT-15

Student Representatives Organization  
Robert Smith, SA Chair

LANL Representatives  
Danny Valdez, DV  
Margaret Marshall, OEO  
Carole Rutten, STB-EPO  
Brenda Montoya, HR  
Claire Mizne, STB-EPO  
Pavlo Quintana, OMBUDS

The meeting was called to order by Bill R., at 8:33 am.

### **SPAC brochure on Web site, funding (STB?) – Bill**

Rick Alexander will print out about 50 brochures. If you have a double-sided color printer you can print them as well off of the website. To have IM print them, the cost is approximately 1,000 flyers for \$1200. The brochure has been changed quite a bit. A suggestion was made to add the date somewhere for revision control.

### **D/AAB report Margaret and Danny**

The D/AAB may be involved in sponsoring a breakfast for students. The committee presented the LANL Code of Ethics to Director Nanos and it is now part of DPIIP Box 9. The final approval from the Director is due in August. The presentation outlined what is called a Synergistic workforce with 5 subelements; benchmarking, metrics, communication, accountability, ethics. Patrick Trujillo will be invited to a future SPAC meeting to make the Code of Ethics presentation.

### **Housing Subcommittee update Dave**

The LA Monitor had an article about how people could post available housing for students. A new shuttle provided by "All Aboard America" begins May 12<sup>th</sup> - \$1 each way between Espanola/SF to LA.

Carole R. will look into housing options with the Casino-owned apartments.

**LIM Presentation Bill**

Bill will present at the LIM in 2 weeks on behalf of SPAC regarding Students' safety and security. Robert Smith will hopefully go with him. It is 10 minutes with 3 slides. Suggested topics are traffic, student exit results, getting more feedback from the students, importance of liaisons, professional attire (ex. No sandals in labs), importance of the workplan and discussion guide, and reminding managers to include students in their Management Walkarounds. Bill will also explain to the managers that they should stress telling the students the truth about housing, their hiring package, etc. Bill will post the slides for SPAC review.

**New Draft for Student Exceptions Carole**

This will be reviewed by SPAC and go on the SPAC website very soon. A suggestion was made to make the form fillable. Carole needs the comments by Friday. The program coordinator notifies HR and the mentor about the exception results.

**STB/HR collaboration – Sheila**

Sheila is now the Office Leader of HR-ITL and is offering her assistance with issues between HR and STB. The HS co-op application process may be a little confusing for students because there is a special program they must apply through. More analysis will be done of the site and the back-end database to see if it can more appropriately utilized for reporting, etc.

**Progress on the departure-processing project with Rob Kelsey - Sheila**

Sheila spoke with IM-3 about this project. To automate it could be very costly. Chris Bins, from Benefits, has rewritten the forms and they are twice as long now for both the UC terminations and student terminations. Several suggestions were made on how this project could be accomplished so that students don't have to run around and find signatures their last few days of work. Perhaps customized emails could be sent to organizations (such as the Research Library, Property Reps, etc) with the status of the student's accounts, etc. Sheila will look into this further.

**Rapid Entry Committee update – Lonnie**

No update. Sheila will schedule a meeting.

**SA Report Robert Smith**

SA is working on the picnic and SPAC help will be needed for this event. An email was sent out to get feedback from students on what they want to do this summer. The Director's Office will be doing a student breakfast with SET members.

**Student Breakfast with SA date, funding Group**

June 12<sup>th</sup> is the breakfast date. Jerry still looking into NMT funding.

**Relay for Life**

If you are interested in participating on this please contact Shauna Kackley.

**Other:**

Many students are arriving on Monday, May 12th.  
SPAC's weekly meetings begin June 3<sup>rd</sup>.

Meeting closed at 9:59 am.

Respectfully submitted,  
Sheila Wasfey, Historian Team

### **Current and Outstanding Action Items**

#### **From 1/31/02 Meeting:**

Post archived meeting minutes on the SPAC web page - Sheila W.

#### **From 5/23/02 Meeting:**

Bill will post the LIM presentation the SPAC website once Dave H. sends it to him.

#### **From 1/28/02 Meeting:**

Jerry F. needs a description of each subcommittee from the chairs. This can be e-mailed to Jerry at [jzf@lanl.gov](mailto:jzf@lanl.gov).

SPAC Retreat?

#### **From 5/6/03 Meeting:**

Put the rev date on the SPAC brochure.